

# HOUSING CODES INSPECTOR

**GRADE: 15**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The position of Housing Codes Inspector performs intermediate technical work using a proactive approach in securing and maintaining compliance with ordinances and regulations relating to property maintenance, fire and safety, health, zoning, occupational licensing, signs, construction codes and Use Permit compliance within the City primarily for residential properties. The physical demands are light and the working conditions are somewhat disagreeable due to working outside. The work is directed by the Supervisor of Housing and Community Enhancement and affects individual citizens and businesses in Rockville with meaningful impact.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Conducts independent field inspections, explains and interprets codes, attempts to obtain voluntary compliance, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court.
- Regularly inspects single family and multifamily residential properties to verify compliance with City property maintenance, fire and safety, zoning, and related codes and ordinances.
- Investigates and resolves citizen complaints regarding rental and non-rental properties, rodents, snow and ice, weeds, refuse, vehicles and other health and

safety nuisances at residential properties.

- Confers with and advises owners, tenants, contractors, agents and community leaders regarding various code requirements and means to achieve code compliance.
- Appears in court when necessary and produces documents and testimony to have legal action taken against property owners in an attempt to gain code compliance.
- Makes independent patrol inspections of assigned areas for compliance with zoning ordinance, property maintenance code, and other City codes and ordinances as part of the Community Enhancement Program.
- Inputs inspection data into the computer system.
- Accurately prepares violation notices and citations, which are sent to property owners in order to achieve compliance with code requirements.
- Handles inquiries from the public, and when necessary, refers questions to the appropriate Department.
- Performs related work as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and two year's experience in property management, housing code enforcement or building construction trades. Possession of an appropriate driver's license valid in the State of Maryland. Possession of (or ability to obtain) International Code Council Property and Housing Inspector certification.

#### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of BOCA Basic Property Maintenance Code, One and Two Family Dwelling Code, BOCA Basic Building Code, rental facilities and landlord/tenant ordinances, zoning ordinance, amusement and vendor ordinances.
- Considerable knowledge in the interpretation of City codes, ordinances and regulations.
- Ability to describe code related conditions in detail and maintain extensive records on case histories.
- Ability to establish and maintain effective working relationships with homeowners, architects, developers, contractors, other employees and the general public.
- Ability to be tactful but firm during contentious circumstances.
- Ability to be effective and concise in oral and written communication.
- Ability to input data into a computer system.